

December 23, 2014(rev)

Job Posting

Position:	New Suit and Protective Order Filing Clerk		
Department:	Clerk's Office	FLSA status:	Non-exempt
Work Schedule:	8:00am-4:00pm, M-F	Status:	Full-time
Job Category:	COMOT (Clerical, Office Machine Operation, and Technician)		

The incumbent serves as New Suit and Protective Order Filing Clerk and is responsible for assisting in the creation and filing of court records and files.

Duties:

Maintains official Clerk's records and files related to civil cases protective orders, and emergency custody papers including preparing materials for entry into appropriate record books, preparing proof of mailing forms, posting initial court costs, enters proof of publication forms into appropriate record books, and cross references records for convenient retrieval.

Receives, calculates and issues receipts for court costs and fees paid by the public for document copies, maintains accurate records of amounts paid and balances due, and delivers monies to Bookkeeper.

Writes entries in docket books and files for Superior I, Circuit Court, and Superior III.

Prepares, types, and mails notices to appear in court to appropriate parties involved in estate and guardianship litigation, including certified mail and personal service.

Assigns case numbers to new cases to be heard in courts, initiates docket entries, files, indexes and cross-references all records, as required.

Types correspondence, docket sheet entries, order book pages, reports, certification and judgments, and prepares files and records for upcoming years.

Answers phone and greets office visitors, determines the nature of call, responds to inquiries and/or routes caller to appropriate person or department.

Distributes files and paperwork to courts.

Delivers mail to and provides assistance to Attorneys.

Performs duties of other clerks as needed

Performs related duties as assigned.

Requirements:

High school diploma or equivalent; preferred candidates will possess at least six (6) months general clerical experience, including working knowledge of standard office procedures and equipment; ability to perform arithmetic calculations and accurately receive, receipt and record monies; ability to deal with co-workers and members of the general public in a courteous, effective and tactful manner.

Applications for the position are available and must be submitted to:

Human Resources
16 E 9th Street, Suite 102,
Anderson, IN 46016
<http://madisoncty.com/HumanResources.html>

Deadline for submission is Thursday, January 8, 2015 , 4:00 pm
Madison County Government is an Equal Opportunity Employer